



## **New Jersey Department of Children and Families Policy Manual**

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|-------------|------|---|-----------------|
| Manual:     | NJAC | NJ Administrative Code Excerpts                                 | Effective Date: |
| Title       | 10   | Human Services  |                 |
| Chapter     | 124  | Manual Of Standards For Children'S Shelter Facilities And Homes | 9/12/2008       |
| Subchapter: | 2    | Administration  |                 |
| Section     | 2    | <b>Intake and admissions procedures (N.J.A.C. 10:124-2.2)</b>   |                 |

### **§10:124-2.2 Intake and admissions procedures**

(a) Each child placed in a shelter facility or home shall receive a medical examination within 72 hours of placement, unless the child received a medical examination within 30 days prior to placement and a written copy of the results of such examination is provided and kept on file. However, when the shelter facility or shelter home parent suspects that a child is ill or carrying a contagious disease, she/he shall be examined immediately upon admission.

(b) A physician shall perform the medical examination given to a child within 30 days prior to placement and either a physician or nurse shall perform the medical examination given immediately upon admission or within 72 hours of placement. If the examination is performed by a nurse, the child shall receive a medical examination performed by a physician within 10 days following admission.

(c) Upon the child's admission, the shelter facility or the shelter home coordinator shall obtain pertinent factual and identifying information including, as a minimum, the following:

1. Child's name (and nicknames), gender, date of birth, religion and race;
2. Name, address, phone number and relationship to the child of the person(s) with whom the child was living at the time of admission;
3. Name, address, phone number of the father, mother, foster parent(s) or legal guardian(s), if different from above;
4. Name, address and phone number of the person to notify in an emergency;
5. Names of siblings, their ages, and gender;
6. School attended, grade level and employer, if any;

7. Name, address and phone number of the person bringing the child to the shelter facility or home;

8. Name of the placing agency, if any;

9. Reason for placement of the child;

10. Date(s) and length of stay of previous admissions and releases, if any;

11. Child's medical history, chronic conditions, past serious illnesses, allergies, special diet.

(d) Following admission to a shelter facility or home, each child shall be:

1. Given/take a bath or shower;

2. Provided with clean clothing;

3. Given a secure place to store valuables;

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